



## **JOB DESCRIPTION**

Title: **GEOGRAPHIC INFORMATION SYSTEMS  
(GIS) ANALYST**

Department: Power

Class Code: 3260

FLSA Status: Non-Exempt

Effective Date: May 15, 1992 (Rev. 05/2009)

Grade Number: 20

## **GENERAL PURPOSE**

Under the general supervision of the Engineering Manager. Uses ArcInfo to design, implement and maintain a geographic information system including data base design and system interface for electrical facilities.

## **EXAMPLE OF DUTIES**

- \*-- Develop and maintain a G.I.S. database for use in the implementation of electrical facilities throughout Murray City. Develop computer interfacing, data conversion, data collection, and computer applications using ArcInfo, ArcView, ArcGIS Server, ArcSDE, SQL Server, Sungard and other software.
- \*-- Conduct complex analysis using ArcInfo or ArcGIS in a variety of projects ranging from network analysis to Address Matching for trouble calls.
- \*-- Design a variety of databases using data modeling techniques.
- \*-- Provide specifications for software and hardware to facilitate the need of the Power Department regarding GIS.
- \*-- Integrate multifaceted operations like work-orders, dispatch, and inventories.
- \*-- Conduct Power Department GIS data capture using global positioning equipment and other means.
- \*-- Develop comprehensive documentation on all aspects of GIS.
- \*-- Provide support, and training for Power Department employees in the use of GIS.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited college or university with a Bachelor's degree in GIS, Geography, or closely related field plus four (4) years experience in GIS or an equivalent combination of education and/or experience.

### Special Requirements

- Must possess a valid Utah drivers license.
- Working knowledge of Windows Operating System.
- Working knowledge of ArcGIS.
- Working knowledge of AutoCad.

### Necessary Knowledge, Skills and Abilities

- Excellent knowledge of ArcInfo, ArcView, ArcGIS, AutoCad, Windows and networking components. A conceptual knowledge of the IBM AS/400 preferred.
- Knowledge of implementing an ever changing, interactive GIS.
- Knowledge of Logical Data Modeling and relational databases.
- Knowledge of cartography and surveying techniques.
- Good working knowledge of PC's and peripherals.
- Ability to develop GIS standards in operations and database design.
- Ability to interface different systems like ArcInfo, ArcReader, ArcView, AS/400, etc.
- Ability to develop applications using programming tools such as Python, VB and VBA, and ability to learn other languages, which are necessary to facilitate the GIS functions.
- Ability to operate GPS equipment.
- Ability to create conversion specifications.

- Ability to maintain effective working relationships with other departments, supervisor, and employees.
- Establish quality control procedures and techniques.

### **TOOLS & EQUIPMENT USED**

- Personal computer including word processing, spreadsheet and design software; phone, copy and fax machine, GPS equipment, large format plotters, and other equipment pertaining to this positions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.